



# SIGN PERMIT

APPLICANT TO COMPLETE THIS SECTION

Inspection Phone Line: (913)-856-0989

24-hour notice of inspection request is required

<b>Address/Location of Sign:</b>	
Sign Company: _____	
Address: _____	
Phone: _____ Contact Person: _____	
Business Name: _____	
Estimated cost of sign: _____	
The following information must be provided as part of the sign application: <ul style="list-style-type: none"><li>• A scale drawing showing the dimensions, material and colors of the proposed sign. If not to scale, include all dimensions.</li><li>• A scaled plot plan of the lot indicating the proposed location of the sign. If not to scale, include all dimensions.</li><li>• A drawing or photo showing all existing signs and the square footage of each sign.</li><li>• Written approval to erect the sign from the property owner (if applicant is not property owner or legal tenant).</li></ul>	
<input type="checkbox"/> Wall Sign	Height of sign: _____ Width of sign: _____ Total area: _____ Area of wall (height x width) the new sign is to be attached to: _____ sq ft. Total area of any existing signage located on the same elevation as the new sign _____
<input type="checkbox"/> Detached sign	Height of sign: _____ Width of sign: _____ Total area: _____
<input type="checkbox"/> Subdivision	If sign is curved, spherical, or any other shape, provide actual surface area: _____
<input type="checkbox"/> Free Standing	Total height of detached sign: _____ Setbacks – Front property line: _____ Side property line: _____
<input type="checkbox"/> Temporary Sign	Height of sign: _____ Width of sign: _____ Total area: _____
<input type="checkbox"/> Banner	Area of Wall: _____ sq ft Start date: _____ Expiration date: _____
Signature of Applicant: _____ Date: _____	

**This section to be completed by City staff**

Approved by: _____		Date: _____
Date issued: _____	Permit Fee: _____	<b>PERMIT #</b>

120 E. Main Street, Gardner, KS 66030

Phone # (913) 856-0913 Fax # (913) 856-4562